

Introduction

Part I includes general requirements that apply to all payroll reports and systems. Part II includes requirements for each retirement system.

This Handbook will replace the 1996 Reporting Handbook and the 2001 replacement pages.

The *MPERA Reporting Handbook for Employers* is a reference for payroll reports and other information required by the Montana Public Employee Retirement Administration (MPERA). This Handbook also provides additional information that may be useful to payroll clerks when dealing with retirement issues. MPERA provides the Handbook to all agencies that report employee information for the following retirement systems:

- Public Employees' Retirement System (PERS)
- Judges' Retirement System (JRS)
- Highway Patrol Officers' Retirement System (HPORS)
- Sheriffs' Retirement System (SRS)
- Game Wardens' and Peace Officers' Retirement System (GWPORS)
- Municipal Police Officers' Retirement System (MPORS)
- Firefighters' Unified Retirement System (FURS)

This Handbook is divided into two parts, Part I containing nine chapters and Part II, seven chapters. Part I includes general requirements that apply to all payroll reports and systems. Part II includes requirements for each specific retirement system.

The information in Part I is general in nature because it applies to all systems or payroll reports. If you need more specific information about a system, look under the chapter covering that system in Part II. Information is repeated in the various sections so users need not search throughout the Handbook for related information.

This Handbook is designed to be easily updated. The initial Handbook distributed in 1996 was three-hole punched and placed in a three-ring binder. Handbook replacement pages for Part I and Part II for PERS were completed in January, 2001, and mailed to all employers. **This information is intended to replace the Reporting Handbook distributed in 1996 as well as the replacement pages distributed in 2001.** In the future pages will be updated and sent to employers, as needed. Each page will contain a revision date. Revisions and other information for employers will also be updated regularly on MPERA's web site at: <http://mpera.mt.gov>.

This Handbook is a complete reference and a useful tool for payroll clerks when preparing reports for MPERA. If you do not understand some material or can't find what you need in the Handbook, please contact us. Comments on how we might improve this Handbook are welcome.

General Requirements

*Address any comments
or suggestions you
have concerning this
Handbook to MPERA.*

Contact MPERA at:

Phone: 406-444-3154

Toll-Free: 1-877-275-7372

FAX: 406-444-5428

E-mail: mpera@mt.gov

Mailing Address: MPERA
PO BOX 200131
HELENA MT 59620-0131

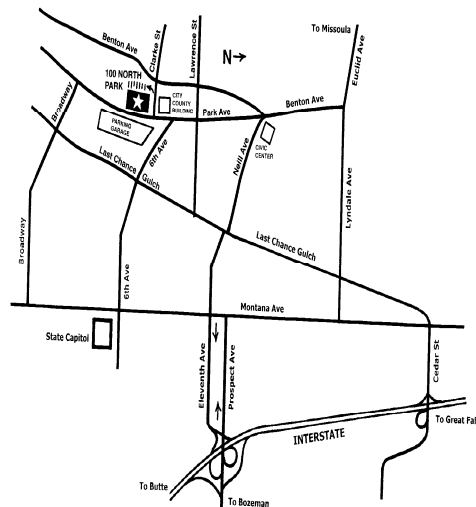
A Recommended Changes form is on the next page. You may use this form to send any suggested changes to this Handbook. If you need additional forms, you may request them from MPERA. This form is also on our web site for you to provide comments on this publication. The MPERA web site address is:

<http://mpera.mt.gov>

If you wish to visit our office, our street address is:

100 North Park Avenue
Suite 200
Helena, Montana

Our office hours are Monday through Friday, 8 a.m. to 5 p.m., except on designated state holidays.



Recommended Change to the <i>MPERA Reporting Handbook for Employers</i>							
Your Name (optional)		From—Agency (optional)			Date		
Brief description of the problem you found such as a typo, missing material, or an incomplete description. (Attach additional sheets if needed.)							
Part		Chapter		Section		Page	
Solutions, if any, you recommend:							
(Attach additional sheets if needed.)							